Office Memorandum • UNITED STATES GOVERNMENT

TO · Acting Personnel Director

FROM : Chief, General Services Office

SUBJECT: Proposed Position Control Registers

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It is requested that a meeting be arranged between representatives from your office, i.e., Classification and Wage Division; Plans, Research, and Development Staff; and Machine Records Branch to coordinate schedules and discuss problems in connection with the proposed Position Control Registers. Several of the problems in connection with the project are as follows:

1.   PRINTED FORMS

It should be noted that the Position Control Registers for the offices concerned will be listed on stock form, size 11 by 14 7/8", whereas the remainder of the quarterly T/O report will be listed on stock form, size 8 1/2 by 11 3/4".

2.   POSITION VACANT

In all places where there is a T/O position and slot, and the slot is unincumbered, a card has been inserted to reflect "Position Vacant". This is not necessarily true for there is the possibility of three unknown factors that could be affecting the slots so noted.

      a.   Military Personnel blocking GS slots

      b.   Consultants

      c.   Personnel In Process against particular slots

As it now stands, the record system employed by the Personnel Section, Machine Records Branch, in keeping with the Agency system, is not set up to reflect this information for Military Personnel and Consultants, and only a minority of slots are reflected on the 37-104, Security in Process Form, where an initiation is involved.

3.   SECURITY ASPECTS IN DISSEMINATING THE POSITION CONTROL REGISTERS

The quarterly T/O runs are disseminated throughout the Agency and handled on most levels. It is apparent that a register such as Position Control will have to be handled with the utmost discretion. This will probably affect the number of copies and their dissemination.

4. CHANGE IN SCHEDULED DATES OF RECURRING REPORTS

The Personnel Section, Machine Records Branch, is, at present, on a very rigid schedule for monthly recurring reports, especially from the first to the fifteenth of each month. The scheduling for January presents an even greater problem since the Quarterly Age-Grade Distribution falls due in this particular month.

5. CUT OFF DATES

Is it expected to keep the Position Control T/O and Personnel status cards on a current basis, or will it be acceptable to process T/O changes as they occur and the status changes, for this report, on a quarterly basis?

6. CHANGE IN THE T/O FORMAT

To keep abreast of the additive information in the T/O file there is, as of this date, two (2) separate and distinct T/O card forms in use. This was brought about by the need to incorporate into each T/O card a three (3) digit alpha prefix designating each office; there had been two previously. In addition, the four (4) digit position series code used formerly has been expanded to include a six (6) digit code, and the Career Designation corresponding to each slot has been added. This change in format resulting in a two card system (temporarily) necessitates the breaking of the Position Control Register for the DD/A group when the Personnel Office is to be listed, since this office is on a form separate from the rest of the DD/A group.

7. ADDITION OF FIELD FOREIGN T/O

This question is not an immediate problem, but nevertheless, it is of particular interest since it has such an important bearing on this particular report in the near future.

About 98% of the field foreign elements have yet to be set up under the present T/O system.

Personnel status cards will have to be brought up to date to include all information necessary in order to accomplish these registers.

8. NUMBER AND DISTRIBUTION OF COPIES

When Position Control is a complete reality, it should be noted that there will be approximately 45,000 cards involved. At the present time the T/O cards are put through the machine three (3) times to prepare the necessary copies.

In addition to the size of the register is the question of the time involved to run 45,000 cards (with numerous control breaks)

through the machine three times, or 135,000 card passes for the
required number of copies, and still continue to maintain the present
schedule date. Possibly, the solution to this problem lies in the
use of multilith mats which could be sent to Reproduction Division
for preparation of the copies needed.

9. PERSONNEL ACTIONS FOLLOWING T/O CHANGES

Personnel actions should be processed immediately upon an
organizational change within any office, or in the event of a contem-
plated change, the change should be initiated in advance of the cut
off date in order that personnel actions supporting the T/O change(s)
can be processed and reflected in the registers. For instance, if
a drastic change, such as the deletion of a division, within the
framework of a particular office a few days prior to cut off, there
would not be a place within the office in which the status cards
could be shown against the appropriate slots. For all purposes
the slots affected would have to be shown as "unassigned". This
would result in a great deal of confusion on an operational level.

10. T/O ANNEX PROBLEM

In matching the personnel status cards with the T/O cards
to accomplish Position Control, the status file is broken on the
organizational code corresponding to that assigned according to
the official action. If certain personnel actions received re-
flect, for instance, a SR designation, that particular office code
is punched into the card and all subsequent personnel reports,
by office, are accomplished by that code. However, the T/O has
made provisions for noting SR positions assigned to the ███   25X1A6a
Mission. The office code for SR is "48"; the office code for the
Mission is "52". Personnel actions can only be coded to the organ-
izations reflected on the official form so that the end result
would be certain SR personnel status cards without a slot within
SR, and certain T/O slots in EE apparently not incumbered.

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MRB/TGK:mt (14 December 1953)

Distribution:
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       1 - Machine Records Br.
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